Minutes of the meeting of the **Governing Board** of **Wellacre School**, held at the school (and via Zoom) on 30 November 2022 at 4.45 p.m.

PRESENT:
Mr L Baker
Mr T Fredrickson
Mr J Haughton
Mrs L Henry
Mr C Hinchcliffe
Mr J Khan (Vice Chair)
Mrs J O'Connor
Mrs M Radhakrishnan (via zoom)
Ms H Rayson (via zoom)
Mrs J Sharrock (Principal)

IN ATTENDANCE:
Miss P Bailey (Business Director)
Ms J A Lawson (Head of Service, Trust GS) for Item X
Ms A Evans (Clerk, Trust GS)

1. APOLOGIES & ATTENDANCE

Apologies for absence were received for Cllr Ms S Procter, Mr S Russell, Mr J Whitby and Mr A Young.

Resolved: ***That apologies for absence for Cllr Ms S Procter, Mr S Russell, Mr J Whitby and Mr A Young be accepted.***

2. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Miss P Bailey declared an interest in Item Disposal of Assets Form

There were no declarations of conflict of interest, direct or indirect pecuniary interest by members of the Board in respect of any item on the agenda.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2022

Resolved: ***That the minutes of the meeting held on 28 September 2022 be approved as a correct record.***

4. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

No matters to discuss.

5. **PRINCIPAL'S REPORT**

Resolved: That the Principal's Report be received and noted.

6. **MATTERS ARISING AND QUESTIONS FROM PRINCIPAL'S REPORT**

Q: The students numbers show 15 transferred. What were the reasons and was there anything which could have been done to keep them?
A: The Principal shared the full report. Most students had left to go to schools closer to their homes. One didn't settle in the School and 4 had left for elected home education.

Q: Has there been significant change pre vs post COVID in terms of the numbers choosing home education?
A: Numbers have increased post COVID

Q: The report shows that 23 students have a Social Worker, are these students being tracked?
A: Yes. Additional information needs to come from the Primary Schools. Data and information can be very hard to get hold of.

Q: With reference to the School Improvement Partner, has a specific area of work been identified to focus on?
A: Yes. Last Friday, Vicky Atherton visited the School. She is a trained Ofsted Inspector and led a deep dive into Maths and English. Lots of practical advice has been received from her. There is already an action plan in place following her visit on Friday and she is set to return on 2 February 2023. The Principal advised that she would share her findings.

Q: Clarification regarding the progress of observations?
A: All underway as part of the system. There were some initial grumbles from the staff as they thought it was a checklist against Teacher Standards, however after speaking with them and advising if they had any further queries / hesitations then to ask, no one came forward.

The Principal informed Governors of changes to School Leadership and staffing including the resignation of Mr S Casey.

The Principal advised of changes to the Leadership structure rather than direct replacement of Mr Casey which has enabled efficiencies. Ms Michelle O'Neill will become Assistant Principal; Personal Development and SENDCO. There has been an additional TA appointed in Inclusion team.

Ms J Lawson joined the meeting

7. **EXTERNAL REVIEW OF GOVERNANCE**

The Principal referred Governors to the Report produced by the NGA Reviewer and recommended reflection on the recommendations.

Ms Lawson commended the Board for engaging with the Review which is recommended as good practice for Academy Boards. The Report is based on a standard template and there did not seem to be any significant issues highlighted which were not common for Single Academy Trust.

Ms Lawson acknowledged that Wellacre, like many other SATs in Trafford was an 'early converter' and so has Articles of Association which are not in keeping with new template Articles which have evolved over time.

The Principal, Business Manager, Chair and Clerk (Mrs Lawson) have reviewed the Report and actions have been agreed. The Principal explained that some issues have already been addressed, others will be presented and resolved at the spring term Governors meeting. The Board will adopt the principles of the DfE Model Articles of Association.

Ms Lawson advised that the Schools Bill suggested that all Academies will be issued with new Articles in due course anyway.

It was suggested that Roles and Responsibilities/Induction training (via Trust GS) should be mandatory for all new Governors. This will be stipulated in the Code of Conduct.

It was noted the Report had recommended avoidance of pre-meeting discussions between Chair/Vice Chair, Business Manager (Resources Committee). The Clerk (Ms Lawson) clarified the importance of collective responsibility and capture of all challenge/discussion in minutes. She advised preparation for meetings is still recommended but extended discussion should be avoided until all Committee members are present.

There were no further questions for Ms Lawson, she left the meeting.

Resolved: ***That the Report following the External Review of Governance be received and noted.***

Ms Lawson left the meeting

8. **COMMITTEE REPORTS**

i) **Resources Committee (19/10/2022)**

A summary of discussions at the meeting was shared.

The Risk Register was reviewed and approved by the Committee and Miss Bailey gave an overview to the Board

There was a discussion regarding LED lighting including the projected savings and quotes received. Governors suggested more due diligence on references and finding out if there are break clauses before the final agreement to go ahead.

Miss Bailey was satisfied with the Red Rambler Audit and Report and the Financial Statements received highlighted no significant areas of concern.

Resolved:

i) That the minutes of the Resources Committee meeting held on 19 October 2022 be received and noted.

ii) That the Risk Register be received, noted and approved

9. **ANNUAL REPORT & AUDITED ACCOUNTS**

Resolved: ***That the Annual Report and Audited Accounts be received, approved and submitted to ESFA by 31 December, published on the Trust's website by 31 January and filed with Companies House by 31 May.***

10. **BUDGET 2022/2023**

Miss Bailey presented a summary of the budget.

An allocation of £125K had been assigned for the cleaning contract. Following a meeting with the contractors in October and some alterations the cost was reduced to £114k. Two quotes were received, one based on minimum wage and the other based on living wage. The latter would increase the costs by nearly £20k. It was felt that although the latter would be preferrable the School is not in a position to fund that at present. It was unanimously agreed to stick with the current agreement and review annually.

Miss Bailey raised the matter of 21 computers that failed PAT testing. Due to their age and condition, they were unrepairable and required replacing. The BD requested permission for these to be disposed of.

Resolved:

- ***i) That the Cleaning Contract be retained at the lowest cost price.***
- ***ii) That the Computers be disposed of.***
- ***iii) That the Budget 2022-23 be received, noted and approved.***

11. **POLICIES FOR APPROVAL**

Resolved: That the following Policies be approved;

- ***i) Appraisal Policy – Teaching Staff 2022-23***
- ***ii) Appraisal Policy – Support Staff 2022-23***
- ***iii) Pay Policy – Teaching Staff 2022-23***
- ***iv) Biometrics Policy –2022***
- ***v) Capability Policy***
- ***vi) Complaints Procedure 2022-23***
- ***vii) Children with health needs who can't attend school Policy***
- ***viii) Whistleblowing Policy 2022-25***
- ***ix) Allegations of Abuse Against Staff 2022-23***
- ***x) Special Educational Needs and Disabilities Policy 2022***

12. **NOTICES FROM TRUSTGS (CLERKING SERVICE)**

Resolved: That the DfE School Governance Update (Sept 2022) issued by the ESFA be received and noted

13. **ANY OTHER BUSINESS**

i) **Open Evening**

The Vice Chair thanked the Principal and staff for the Open Evening which he commended.

14. **ADDITIONAL AGENDA ITEMS FOR NEXT MEETING**

There were no additional items requested for inclusion on the agenda for the next Board meeting.

15. **DATE OF NEXT MEETING**

Resolved: ***That the next meeting of the Governing Board be held online and in School on 15 March 2023 at 4.45 p.m.***

The meeting closed at 6 p.m.

Chair of Governing Board ……